

Norwich Farmers Market, Inc.
Market Rules for Outdoor/Summer and Indoor/Winter Markets

1. Eligibility of vendors:

- a. The By-Laws of the Corporation assign to the Board of Directors the responsibility for judging all applications for membership in the Norwich Farmers Market.
 - a.i. Applicants must be residents of Windsor or Orange Counties, VT or Grafton or Sullivan Counties, NH and their products must be produced in those counties.
 - a.ii. The market accepts applications from vendors who produce agricultural products (including produce, animal, horticultural, and value added), prepared foods, or crafts.
 - a.iii. The products should be locally grown or made, produced by the vendor or his/her co-workers.
- b. The Board may ask an applicant for additional information beyond what is asked for on the annual application form. No one question will serve to determine eligibility; rather, the Directors will consider the overall tendency of the answers in arriving at their final decision.
- c. New vendors will be given a probationary period for their first two (2) scheduled market dates. If found to be in violation of Market Rules and standards, vendors will be asked to leave the market. No refunds will be given.
- d. Each vendor must sign a Product Liability Waiver annually. The Market is covered by a limited liability insurance plan. This insurance does not cover product liability for individual vendors.
- e. Applicants applying for the indoor/winter markets do not have to be vendors in the outdoor/summer markets. With the exception of the winter market that is designated as the "Holiday Market", applicants for the other winter markets will be considered in this priority:
 - e.i. Norwich Farmers' Market farmer/growers
 - e.ii. Non-Norwich Farmers' Market farmer/growers
 - e.iii. Norwich Farmers' Market prepared food vendors
 - e.iv. Norwich Farmers' Market craft vendors
 - e.v. Non-Norwich Farmers' Market prepared food vendors
 - e.vi. Non-Norwich Farmers' Market craft vendors

2. Eligibility of products:

- a. Any new type of products sold by a vendor must be approved by the Board of Directors.
- b. All plants must have been grown by the vendor for at least six weeks prior to being brought to market.
- c. The applicant's products must follow the Market's Product Guidelines. (The Guidelines are an addendum to the Market Rules.)
- d. Products being sold should benefit the Market as a whole.
- e. Agricultural vendors selling meat are required to own, manage, and feed the animal for at least the last 75% of the animal's life. Agricultural vendors selling eggs are required to own, manage, and feed laying hens for at least one month before their eggs can be sold at the market.

3. Conditions of sale:

- a. Products must be sold by the grower or producer themselves, or by an employee thereof.
- b. Vendors selling by weight must provide their own certifiable scales.
- c. Each vendor is responsible for any licensing or certification required for products sold.
- d. Collection of Vermont sales tax, if any, is the responsibility of the vendor.

4. **Market season and hours of opening**

- a. **Outdoor/Summer Market:** The market season begins on the first Saturday in May and runs through the last Saturday in October. For the purpose of market administration, the market season is divided into quarters as follows: The first and fourth quarters are each six weeks. The second and third quarters are each seven weeks, except in years with more than or less than 26 weeks during the market season, in which case the fourth quarter will be seven weeks or the third quarter six weeks respectively. The market is open from 9:00 a.m. until 1:00 p.m. No selling is allowed before 9:00 a.m.
- b. **Indoor/Winter Market:** Dates are subject to hall availability. There will be eight winter markets as follows:
 - November: 2 markets
 - December: 2 markets (one will be designated the "Holiday Market")
 - January through April: 1 market per monthThe winter markets will be open from 10:00am to 1:00pm. No selling is allowed before 10:00am. One of the markets in December that is designated as the "Holiday Market" will be open from 10:00am to 2:00pm.

5. **Allocation of space:**

- a. Space shall be allocated annually by the Board of Directors, in consultation with the Market Manager.
- b. In allocating space, the Directors will maintain the number of vendors as far as possible in the following ratios:
 - b.i. Outdoor/Summer Market: 60% agricultural products , 20% prepared foods and 20% crafts .
 - b.ii. Indoor/Winter Market: 70% agricultural products, 15% prepared foods, 15% crafts.
 - b.iii. Holiday Market: No vendor ratio
- c. All vendors must reapply for membership and pay an application fee every year. Along with notification of the time and place of the annual spring meeting, all vendors will be notified of the application deadline. The application deadline is at least one month prior to the annual meeting.
- d. **Outdoor/Summer Market:** Every reserved vendor shall have the right of first refusal over the space s/he occupied during the previous year, and for the specific time period s/he occupied the space. **Indoor/Winter Market (excludes holiday market):** The board will reserve 70% of spaces as "farmers first" spaces; any unfilled farmers first spaces may be reserved by a non-agricultural vendor for one year only. These farmers first spaces do not assure a non-agricultural vendor a spot at the market in subsequent years. However, once a farmer is able to fill that space, that farmer has the option to remain in that space for subsequent years' markets.
- e. After due effort has been made by the Board to contact vendors who have not returned their applications, all spaces not reserved by the application deadline will be treated as vacant and may be reassigned by the Board of Directors. All vendors will be notified of available vacancies as soon as possible.

- f. Reserved vendors must pay for their space quarterly regardless of attendance. The market must be paid directly (no subletting). Bills for quarterly rent will be issued no later than the first market of each quarter. Payments are due no later than the third market of the quarter; vendors who have not paid on or before the third market Saturday of the quarter will not be allowed to set up on the following (fourth) market Saturday.
- g. Leave of absence— Any reserved vendor may take a one-time leave of absence for one year. All requests are due by the application deadline. The vendor must pay a flat rate fee of \$30 for each reserved quarter plus the annual application fee. The vendor must take their leave for the entire season.
- h. Unreserved vendors who are pre-scheduled for their allotted dates must pay all daily fees before the beginning of the season.
- i. A reserved vendor may share his/her space with one unreserved vendor, provided no other space is available to the unreserved vendor. The reserved vendor's fee is not reduced, and the unreserved vendor shall pay the market the usual weekly rate for unreserved space. Such space sharing arrangements must be approved by the Market Manager beforehand.
- j. Any reserved vendor may inform the Manager of his/her preferences concerning which vendor should be eligible to occupy her/his space when s/he is away, and the Manager shall give due weight to such preferences.
- k. The Market runs rain or shine.
- l. Vendors must notify the Market Manager by 12:00pm on Thursdays if they intend not to attend the following Saturday market. If a vendor cancels after this deadline or does not show up to market and has not notified the Market Manager, then the vendor's standing may be compromised for the following year. Multiple absences with failure to notify by the deadline may result in the vendor losing their space for the current season.
- m. Vendors are expected to be in place and ready to vend at the start of the scheduled market time and remain until the end of market. Late arrival and/or early departure time may compromise the vendors status.

6. Regulation of structures (Outdoor/Summer Market):

- a. All booths, stands, and displays, whether temporary or permanent, are subject to the approval of the Board of Directors.
- b. Spaces in the outer circle are rented on the basis of front line footage and reserved status. Permanent structures may be built on the outer circle.
- c. Spaces in the inner circle are rented as 10x10 ft plots. No permanent structures are allowed on the inner circle.
- d. If a reserved vendor reduces their space, a rentable space of at least 6 ft. must remain.
- e. All structures (temporary or permanent) must be open at the sides, with only horizontal surfaces in place (i.e., shelves but not walls). Roofs may only be tarpaulin or lattice; all tarps must be rolled up or removed at the close of market each week. Clear tarpaulin sides for weather protection are permitted.
- f. No part of any display can extend beyond the vendor's allotted area into the customer walking areas.
- g. Permanent structures are deemed to be owned by the vendors who occupy them; the vendor-owner in occupancy or another occupying vendor is responsible for maintaining their structures in a safe condition while they are in occupancy. When a vendor-owner leaves the market permanently, s/he must also announce whether s/he intends to (1) remove his/her structure, or (2) transfer ownership of the structure to the successor vendor. Should the owner-vendor fail to take either course of action within a reasonable time, ownership of the structure will revert to the Norwich Farmers Market to do with it as it may.

7. **General market regulations**

- a. Prime parking spaces may not be used by vendors.
- b. At the Outdoor/Summer Market, unloading vendors shall not block driveway traffic or designated market entrances. Outer circle vendors may park next to their booths for the duration of the market. Inner circle vendors may drive onto the green to unload then must move their vehicles by 8:30 am. Inner circle vendors may not park in outside vendor spaces to unload unless they have made a prior arrangement with an outer circle vendor. People backing up vehicles on the green must use a 'spotter' to watch for pedestrians, both before and after market.
- c. Each vendor must keep his/her stall space and surrounding area clean. Vendors who sell prepared food to be eaten at the market must provide outside their booths visible, easily accessible, and sizable trash receptacles which are available to all market customers. Trash collected by vendors must be removed and disposed of offsite. Barrels provided by the Norwich Farmers Market are for customer use only.
- d. No dogs are allowed at the market, except for service dogs.
- e. Alcoholic beverage consumption is not permitted at the market.
- f. No smoking is permitted on the market grounds due to the Co-op Food store's smoke free zone policy.

8. **Holiday Market Rules**

- a. All vendors must reapply for membership and pay an application fee every year. Returning vendors have the right of first refusal over their space. If spaces remain after the application deadline, the spaces will be allocated by the Board of Directors.
- b. Space confirmations and billing will be made no later than the beginning of the fourth quarter.
- c. Vendors who wish to take a leave of absence and retain their space for the following year must pay the space fee

Revised by vote of the market membership on March 18, 2012.